



STATE OF DELAWARE  
**STATE FIRE PREVENTION COMMISSION**  
DELAWARE FIRE SERVICE CENTER

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1463 CHESTNUT GROVE ROAD  
DOVER, DELAWARE 19904

## **STATE FIRE PREVENTION COMMISSION**

Monthly Meeting

May 17, 2016

### **MEMBERS PRESENT**

David J. Roberts, Chairman  
Alan Robinson, Jr., Vice Chairman  
Tom DiCristofaro  
Ron Marvel  
Anthony R. Guzzo  
Lynn Truitt (absent)  
Marvin C. Sharp

### **ALSO PRESENT**

Patricia Davis, Deputy Attorney General  
Patrick Matthews M.D., BLS Medical Director (absent)  
Sherry Lambertson, Executive Specialist  
David J. Truax, Investigator/Compliance Officer  
Grover P. Ingle, State Fire Marshal  
Robert P. Newnam, Director, State Fire School

### **GUESTS**

Allan Post, American Legion Smyrna  
Warren Jones, DVFA  
Anthony Spiezio, DTI  
Charles Frampton, Brandywine Hundred Fire Co.  
W. Mike McMichael, DSEMSA  
Bill Carrow, Citizens Hose and Little Creek Fire Co.  
Jennifer A. Knox, DSEMSA  
Lou Amabili, Hockessin Fire Co.  
Richard Perillo, DVFA

**GUESTS' cont.**

Andrew Fulton, OEMS  
Beth Causor, Little Creek Fire Co.

**CALL TO ORDER**

Chairman Roberts called the meeting to order at 9:00 a.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF APRIL 26, 2016 COMMISSION MEETING MINUTES**

It was moved by Commissioner DiCristofaro, and seconded by Vice Chairman Robinson that the minutes of the April 26, 2016 Commission meeting be approved. Motion carried by unanimous vote.

**REPORT OF THE STATE FIRE MARSHAL**

**INFORMATIONAL ITEMS**

**Personnel Items**

Fire Marshal Ingle is waiting for a response from the Police Academy that will allow him to make a conditional offer for the Deputy Fire Marshal I position in Kent County.

Background checks have been completed for the two vacant Deputy Fire Marshal I positions in New Castle County. Interviews are currently being scheduled.

Barbara Dooley has been selected to fill the vacant Administrative Specialist I position for New Castle County. She will begin her employment on May 31, 2016.

Sheila Alexander, Office Manager in Kent County has obtained 10 years of State Service. She does a great job for the agency. Starting out as an Administrative Specialist, worked her way into the QAP Program and is now serving as the Office Manager. It was moved by Commissioner DiCristofaro, seconded by Vice Chairman Robinson to send Mrs. Alexander a letter of appreciation for her years of service. Motion carried by a unanimous vote.

John Galaska attended the CFSI Seminar on May 4, 2016 to participate in the K9 Demonstration through State Farm. State Farm held a presentation with their dogs they've been involved with. K9 Tanya from Delaware was the only K9 to present and was the star of the show. She and John did a great job receiving many good reviews.

Channel 47 did a brief follow up on with John and K9 Tanya the following Friday at the Sussex County Division for Arson Awareness Week. Again, good ratings were received from this as well.

The staff is scheduled for NFPA training on June 25<sup>th</sup> and 26<sup>th</sup> because the Life Safety Code Standards have been updated. NFPA 13 training will take place on June 2<sup>nd</sup>. This training will be held at the Delaware State Fire School. Fire Marshal Ingle thanked Director Newnam for the use of the facility. It should be well attended by Jurisdictional Fire Marshal's as well as State Fire Marshal staff members.

#### Dover International Speedway

Fire Marshal Ingle reported there were no events at the Nascar race over the weekend. Lot 10 has been annexed by the City of Dover and now falls under the jurisdiction of the City of Dover Fire Marshal. Fire Marshal Ingle has offered assistance if they should need it during future events.

#### Fire Report

April 30, 2016 at the Market Street Apartments in Bridgeville, there was an unattended cooking fire at approximately 8:30 p.m. The fire suppression system within the building was able to contain the fire to the kitchen area. This is the second one for this apartment complex in the last few months.

May 5, 2016 the Celtic Pub in Smyrna had a fire started by combustible materials too close to heating products. The fire suppression system was able to contain that to the immediate area and prevent further damage from occurring. The fire alarm system activated as well as the fire suppression system and people were able to get out of the building

May 12, 2016 at Silver Lake Estates there was a fire at approximately 9:00 p.m. An unattended smoking fire occurred and it was contained by the sprinkler system.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
82 %

DELINQUENT DEPARTMENTS

New Castle County	
Belvedere	January - March
Odessa	March
Kent County	
Clayton	March
Farmington	March
Harrington	March
Hartly	March
Houston	January – March
Magnolia	February - March
Sussex County	
Delmar	February – March
Ellendale	November – December 2015, January – March 2016
Frankford	March

OVERDUE REPORTS BY DAYS

30 Days	60 Days	90 Days	90+ Days
6	2	2	1

Source: DFIRS Incidents received as of 5/06/16.

**REPORT OF THE STATE FIRE SCHOOL DIRECTOR**

**Director**

- Delaware Weekend at National Fire Academy with West Virginia has been scheduled for November 5<sup>th</sup> -6<sup>th</sup>, 2016
- Basic Firefighting Skills – April – 135 students – Student numbers were down this year.
  - Haz Mat Awareness test – of those taking 117 – 105 passed - 90% pass rate

- The new Fire School Engine has arrived. Training has been scheduled and equipment is currently being mounted. The staff has taken it to Sta. 45 for an Open House and the Kent Chiefs meeting.
- New 2016 DOT Hazardous Material Guidebooks have been received. The amount received has been reduced by request.
  - Companies received at their County meeting
  - Books for other agencies such as Police have been notified that they are available for pickup. They were provided a date and time.
- EMT – Out of State Upgrade to National Registry Program – Director Newnam reported that Senior Instructor Gajdos and Training Educator III Miller have been working on a pilot program. They are prepared to offer the pilot program to National Registry for approval. This program will allow an EMT from another state that does not have National Registry to gain it in Delaware by taking a 24-hour Refresher EMT Course and Practical's testing. Once this is complete they can challenge the National Registry test and become certified in Delaware. This allows them an easier path than currently available to receive the certification.
- There was a New Castle County expansion pre construction meeting on May 12, 2016. Construction will begin on June 13, 2016 and continue through the end of the year. Construction in the Fall will require classes to be relocated.
- Director Newnam reported on three student injuries during the previous weekend. Three students were transferred to Kent General Hospital after Rescue Resolutions for chest pains. They were all treated and released and one returned for training with a doctor's note the following day.
- Seven providers who were formally National Registry EMTs did not complete the transition course in the last four years that was required by National Registry. Their National Certification has been downgraded to EMR. This does not affect their Delaware certification at this time because they are not required at this time to maintain National Registry. When the regulations are updated they will have to reapply for the National Registry to maintain certification in Delaware.

### **Staff Activities**

- CSFI Event in Washington D.C. was attended by Senior Instructor's Dempsey, Ingram and Gajdos. Training Educator's Miller and O'Malley.
- Attending the DAPSS Award Banquet – Ingram
- REP Federal Graded Drill – May 17<sup>th</sup> – Lowe

### **Programs/Courses**

Figures in red are reference to last year's comparison of class attendance.

- Current Month
  - Structural Firefighting Skills – 95 students (152) – schedule to be reviewed by staff.
  - Advanced Vehicle Rescue – 30 students (20)
  - Hazardous Materials Tech Course – 13 students
  - EVO – Sussex Division – 18 students
  - EVO – New Castle Division – 26 students (20)
  - Haz. Mat. Tech Refresher – 24 students
  - Haz. Mat. Tech 24 hour – 12 students
  - Rope Rescue I – 21 students (13)
  - Principles of Modern Fire Attack – 15 New Castle, 8 Sussex
  - Law Enforcement Fire Orientation – 19 recruits
- Divisions Usage
  - New Castle Division – 11 scheduled (11)
  - Kent Division – 8 scheduled (13)
  - Sussex Division – 3 scheduled (7)

### **EMS**

- Current Month
  - CEU programs – 15 scheduled programs (10)
  - EMR – Kent weekday – 11 students (25)
  - Accelerated EMT June program – 20 students (22)

### **Public Education and Injury Prevention - Activity Report**

- Current Month
  - Fire Safety Programs – 5 scheduled (4)
  - DSFS Tours – 2 scheduled (1)
  - Fire Safety Displays - 4 scheduled (8)
  - Injury Prevention Programs – 11 scheduled (5)

### **Maintenance – Building and Grounds**

- Replacing decks on Confined Space Rescue Tower props
- Repairs to draft pump completed
- Hot Water heater replaced by Facilities Management.

### **Financial**

- Past Due Billings
  - 30 days – 10,060.00
  - 60 days – 1,280.00
  - 90 days – 315.00
  - 120 days – 425.00
- 20678 Tuition Fund – 695,369.00
- Accounts receivable – 77,542.00
- Revenue Comparison
  - Tuition – 2016 – 64,993.00, 2015 – 35,204.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – The Expenditure report was submitted to the Commissioners for review.

### **Staff and Office Staff Meeting Minutes**

Staff and office staff meeting minutes were submitted for Commission review.

### **Statewide Standard Treatment Protocol**

Senior Instructor Brennan reviewed updates made to the Delaware Basic Life Support Protocols, Guidelines and Standing Orders for Prehospital and Interfacility Patients. Nothing has been added or deleted. They have simply been consolidated. They were previously written as a teaching document which is not the definition of a protocol. They have been consolidated into treatment requirements. Jennifer Knox, DSEMSA President had no comment.

## **REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER**

2 Annual Ambulance Unit Inspections

5 Arrest Notifications were received.

5 EMT – No longer current

2 New Investigations

1 - Patient Care - Documentation

2 - Patient Care – Refusal

## **REPORT OF BLS MEDICAL DIRECTOR**

Dr. Matthews reported that the Medical Directors have reviewed the ALS portion of the Protocols and the BLS portion will be reviewed the beginning of June.

Albuterol Pilot Program – In a comparison done of companies that carried Albuterol by participating in the pilot program and those that didn't showed that companies who did carry it were able to administer Albuterol within 4 minutes of being on scene. The companies that did not carry Albuterol and did not participate in the study were able to administer Albuterol on scene in 7 minutes to a patient. This adds to the success of the pilot and proves that patients were able to receive the needed care faster. Dr. Matthews thanked all of the trainers, companies and providers who made the Pilot Protocol successful thus far.

Flu- As of the first week of May, Delaware statewide has 2,100 confirmed cases of influenza. Delaware is one of three states that continues to report widespread activity.

Commissioner Marvel asked what providers should do with expired Narcan. Andy Fulton of OEMS will refer the question to the new Drug Overdose employee and have them reach out to the Commission letting them know what the proper disposal of Narcan will be. There may be a centralized location where Narcan can be dropped off.

## **REPORT OF DEPUTY ATTORNEY GENERAL**

Deputy Attorney General Davis did not have a formal report.

## **REGULAR BUSINESS**

### **Action Items**



Emergency Medical Responder and Emergency Medical Technician Level EMS Education Program Administrative Standards and Guidelines

Director Newnam presented the EMR and EMT Level EMS Education Program Administrative Standards and Guidelines. There were no further comments. It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to adopt Draft 5 as proposed by Director Newnam and his staff. Motion carried by a roll call vote.

Commissioner Dicristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Guzzo -	Yes
Commissioner Marvel -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

Director Newnam stated that these updates will trigger an amendment to Regulation 710 14.4.3.1.2. It was moved by Commissioner Marvel, seconded by Commissioner Dicristofaro to authorize Deputy Attorney General Davis to move forward with the process of amending the regulation. Motion carried by a roll call vote.

Commissioner Dicristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Guzzo -	Yes
Commissioner Marvel -	Yes
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

Kathleen A. Daives – Office of State Auditor – Regulation 708 (Audit) Discussion

Kathleen Daives, Chief Auditor from the Office of State Auditor addressed the Commission with regard to questions pertaining to the Fire Prevention Commissions Regulation 708. Regulation 708 Fire Department and Ambulance Company Administrative Standards. This section regulates audit requirements statewide for Delaware fire and ambulance companies. After discussion it was agreed to schedule a meeting with the Audit Compliance Committee, Kathleen Daives and DAG Patricia Davis to begin the process of determining a best practice policy. Ms. Lambertson will schedule the meeting.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to authorize DAG Davis to meet with the Commission Audit Compliance Committee and Kathleen Davies, Chief Auditor of the Office of State Auditor for the purpose of determining a best practice policy. Motion carried by a unanimous vote.

#### Representative Daniel Short Correspondence

The Commission reviewed and discussed correspondence received from Representative Daniel Short with regard to recent findings of the Millville Volunteer Fire Company Auditor of Accounts Suggestions. After discussion, DAG Davis will respond to Representative Short making him aware of the progress and planned events of the Commission. This is a priority and the Commission takes this extremely serious. They are prepared to put together legislative and regulation suggestions for review.

#### **NEW BUSINESS**

##### Audit Committee Member

Commissioner Marvel presented a name on behalf of Sussex County for the Audit Compliance Committee. The majority of the commissioners felt that this vote should be tabled until a meeting is held between the DAG, Chief Auditor and current Audit Compliance Committee members.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to table the appointment of a new audit committee member. Motion carried by a roll call vote.

Commissioner Dicristofaro -	Yes
Commissioner Truitt -	Absent
Commissioner Sharp -	Yes
Commissioner Guzzo -	No
Commissioner Marvel -	No
Vice Chairman Robinson -	Yes
Chairman Roberts -	Yes

#### **GENERAL INFORMATION**

No report at this time.

## **CORRESPONDENCE**

### **Elsmere Fire Company**

Elsmere Fire Company presented correspondence requesting that the Fire Prevention Commission change their fiscal year end date to December 31<sup>st</sup>. Ms. Lambertson will make the changes on record to reflect the change.

## **MISCELLANEOUS INFORMATION**

No report at this time.

## **REPORT OF THE COMMISSIONERS**

### **Chairman David J. Roberts**

Chairman Roberts reported that he attended the Monthly Fire Prevention Commission Meeting.

### **Vice Chairman Alan F. Robinson, Jr.**

Vice Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Association Meeting, Marydel 75<sup>th</sup> Anniversary Parade, Citizens Hose Fire Company Meeting and CFSI Conference.

### **Commissioner Ron Marvel**

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Sussex County Meeting, Seaford Fire Company Meeting, CFSI Conference, Meeting with Gumboro, Sussex EMS 25 Year Banquet and Funeral in Milford.

## **DATE OF NEXT MEETING**

June 21, 2016 – 9:00 AM  
Commission Chamber  
Delaware Fire Service Center  
1463 Chestnut Grove Road  
Dover, DE 19904

**ADJOURNMENT**

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Robinson that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 11:14 a.m.

Respectfully submitted,

*Sherry R. Lambertson*

Sherry R. Lambertson  
Executive Specialist

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